



Winston H. Hickox
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

2020 L Street • P.O. Box 2815 • Sacramento, California 95812 • www.arb.ca.gov



Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: June 28, 2000

SUBJECT: SAFETY MEETING IDEAS -- JULY 2000

Suggested issues to discuss during your next meeting are:

1. Traveling Tips

The Department of Transportation has a web site [www.dot.ca.gov/onroad.htm] that provides information on current highway conditions, real-time traffic reports, mileage information and weather information. You may save some time and stress if you visit this web site before you leave.

2. In An Emergency Dial 9 - 911

When using a state telephone during an emergency, you must first dial "9" to get an outside line and then dial 911. If you dial 911, you will hear a recording that will waste valuable time. Don't forget--when using your work telephone during an emergency dial 9 - 911. Also, after you call 911, be sure to have someone meet the emergency team at the entrance to direct them to the emergency. Please notify the Safety Coordinator of any emergency when there is time to do so.

3. Keeping Your Cool (Even During a Heat Wave)

Now that the temperatures are soaring, be sure to read the attached page. It talks about heat cramps, heat exhaustion, and heatstroke and how you can avoid them.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

Keeping Your Cool

(Even During a Heat Wave)

On very hot or humid days, the body has to work hard to cool off, especially during heavy exercise. The extra stress on the body can cause heat cramps, heat exhaustion or heatstroke. It's important to know the differences, because heat exhaustion and heat cramps are usually temporary disorders, but heatstroke is a medical emergency requiring quick life-saving action.

Handling Heat Cramps

Heat cramps are painful muscle spasms that may occur either during or several hours after an activity done in a hot environment. The arms, legs and abdomen are usually affected first, but any muscles are susceptible. Heat cramps strike those who sweat profusely and drink a lot of water but fail to replace body salt lost through sweating. A low salt balance in the muscles can cause cramps.

Relieve cramps by pressing firmly with your hands on the cramped muscles or massaging them until they relax. If the victim has no other medical condition, you may give him or her half a glass of water, in which half a teaspoon of salt has been dissolved, every 15 minutes for about an hour. However, victims with other medical conditions should be seen by a doctor.

Treatment For Heat Exhaustion

Heat exhaustion is caused when more salt and fluids are lost during heavy sweating than are taken in. The victim is pale and clammy, and other symptoms, such as heavy sweating,

dizziness, weakness, nausea, rapid breathing, a fast but weak pulse, headache or fainting, may be present. However, body temperature may stay fairly normal, and symptoms are usually reversible if treated right away.

A victim of heat exhaustion should lie in a cool but not cold place, with feet raised 8 to 12 inches and clothing loosened. Heavy clothing should be removed. Apply cool, wet cloths and fan the victim. If the victim is not vomiting, have the person slowly sip cool water containing one teaspoon of salt per quart. Fruit juice may be added to improve the taste. If the victim begins vomiting or faints, take the person to a hospital, where an intravenous solution can be administered.

Heatstroke Is Dangerous

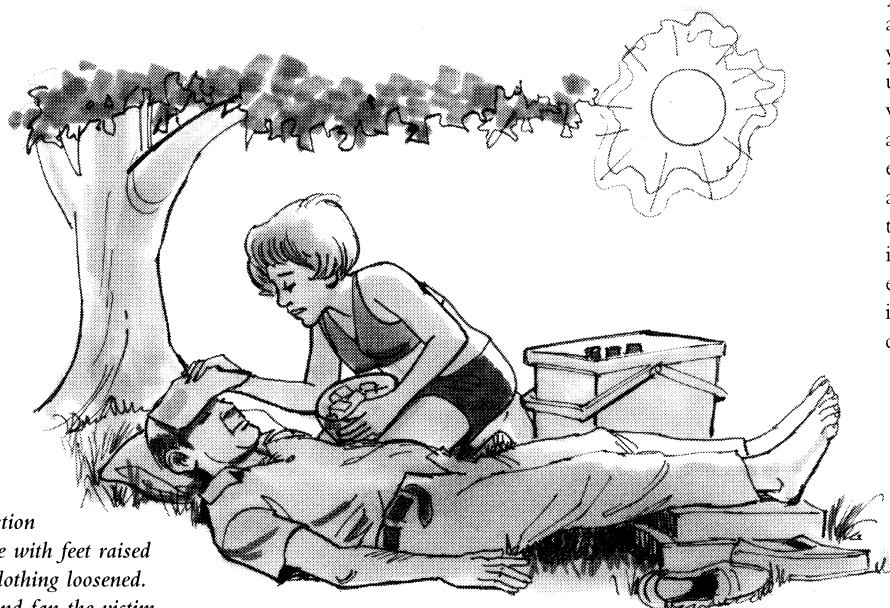
Heat exhaustion can progress to heatstroke if not recognized and treated appropriately. In heatstroke, the body is unable to keep itself cool. The body's heat-regulating system breaks down under stress, and sweating stops. The victim has skin that's hot, dry and red or spotted and also has a high body temperature, 105° F (40.6° C) or higher. The victim may experience confusion, fainting or convulsions, all with little warning. The high body temperature can cause death unless the victim receives fast treatment.

A person with these symptoms **must** be cooled off quickly. While someone seeks medical attention, spray or immerse the victim in cold water (but not ice water) or use cool wet cloths and massage the victim's feet, hands and torso. Note the victim's temperature every five minutes. The cooling process should continue until the body temperature falls and stays below 102° F (38.9° C). Keep the victim cool using a fan or air conditioner until help arrives. When the victim's temperature is down to 100° F (37.8° C) replace the wet cloths with dry ones and continue fanning. If the body temperature rises again, repeat the cooling process. Once a heatstroke victim has received emergency treatment, contact a doctor for appropriate follow-up care.

Take It Easy in the Heat

As the daily temperature gets hotter, dress in loose, cotton clothing, drink plenty of fluids (except alcohol and carbonated drinks, which can cause cramps) and avoid strenuous exercise on very hot days. Also avoid hot foods and heavy meals. They add heat to your body. Don't take salt tablets unless you have a doctor's permission.

On your first day in a hot environment, expect to do no more than half the activity you would normally do. Each day increase your activities until you are able to operate at your normal capacity. It usually takes three to six weeks for the body to adjust to unusually hot environments. Babies and old people are particularly at risk for physical problems from excessive heat, so check in on them frequently during a heat wave.



A victim of heat exhaustion should lie in a cool place with feet raised eight to 12 inches and clothing loosened. Apply cool, wet cloths and fan the victim.